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PERSONNEL OFFICE SURVEY REPORT

I. ORGANIZATIONAL COMPONENT

- A. Office of Communications
- B. Administrative Staff
- C. Personnel Branch
- D. Domestic Section
- E. Personnel Processing Unit

II. BRIEF FUNCTIONAL STATEMENT - Including Reporting Authority, Number of Personnel Currently Assigned to Component and Proposed Personnel Requirements

The Personnel Processing Unit is the focal point in the physical control and processing of personnel into and out of the Office of Communications. This Unit is functionally responsible for interviewing and scheduling appointments for all personnel:

- A. Entering on duty.
- B. Personnel processing to and from overseas assignments (Permanent Change of Station or Temporary Duty).
- C. Personnel leaving the Office of Communications either by transfer or resignation.

There are two people currently assigned to this Unit; namely, [redacted] Unit Chief, and [redacted] Personnel Clerk. The proposed Table of Organization request submitted by the Office of Communications for the Personnel Processing Unit provided for two positions.

III. DETAILED FUNCTIONAL RESPONSIBILITIES CURRENTLY ASSIGNED TO THIS ORGANIZATIONAL COMPONENT

Inasmuch as there are several categories of personnel requiring control and processing by this Unit, each type will be described separately.

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A. Personnel Entering on Duty in the Office of Communications

1. All Office of Communications (processee) files prepared and reviewed by components within O/C are retained by the Personnel Processing Unit until the person reports for duty. When the applicant in process has received full clearance, the Unit requests the Personnel Transactions and Records Unit to obtain from Personnel Division (Covert) the official applicant file. Upon receipt of the file, the Unit withdraws the O/C applicant file and forwards both folders to Chief, Administrative Staff for evaluation and decision as to whether applicant is to be brought to duty. If the decision is affirmative, EDC is notified for further action.

2. Maintains a name card file on all persons being processed for employment by O/C. The card file serves as a control record and shows the current status of processing prior to reporting to O/C. The card contains the following information:

- a. Date Security initiated.
- b. Actions.
- c. Cancellations
- d. Dates for Agency Entry on Duty.
- e. Location of clerical persons (Interim Assignment Branch).
- f. Status of Personnel in the Interim Assignment Branch (tests, medical).
- g. Status of personnel in O/C Rotation and Reassignment Pool.

3. Upon reporting for duty with O/C, the employee is received by this Unit, given a personal welcome and a general introductory briefing. In general, the briefing includes the following subjects: grade, salary and title of position; when employee may expect his first pay check - vouchered or unvouchered; per diem regulation affecting assignment and travel where applicable; and, requirements for checking account. The Unit furnishes assistance regarding personal problems which he may have; for example, how to obtain an apartment, average cost, procedure for obtaining advanced funds in hardship cases and Credit Union procedures. The employee is then required to complete various forms, such as Qualifications Questionnaire, Personal Information Sheet, IBM Locator Card and Bank Deposit Authorization.

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A card is completed indicating the subject's home address, phone, date of departure, scheduled date of return, and the area of his TDY assignment. If the employee has any personal problems concerning his TDY, the Personnel Processing Unit attempts to solve them. The Unit coordinates the individual's processing with the Central Processing Branch when time permits. If the employee wishes to see either the Chief, Administrative Staff, or the Deputy Assistant Director for Communications, this Unit makes the appointments. As of this time, there is no policy within the O/C which requires an employee going out on TDY to clear through the Personnel Processing Unit; therefore this is not a complete program.

**D. Personnel Returning From Overseas Assignment**

1. When an employee is returning from his overseas assignment, the appropriate Foreign Section notifies the Personnel Processing Unit of the date of arrival and this Unit prepares a Returnee Control Card.

2. Upon arrival of the employee at Headquarters, he is escorted to the O/C Personnel Processing Unit (Reception Room). The Unit advises the appropriate Foreign Section of the employee's arrival and posts the date of arrival at Headquarters to the Returnee Control Card. The employee is given a returnee clearance sheet to complete. The clearance sheet is attached to the Communications Personnel File and forwarded to the Foreign Section when the employee reports for his personal debriefing. The Unit then arranges for appointments for the returnee with the Communications Security Division, employing Division, Central Processing Branch, Career Service Board and Finance Division. The Unit coordinates the appointments made for the employee by the Central Processing Branch, such as [redacted] medical, etc., entering all such appointments on the returnee card for future reference. In addition, the Unit records on the returnee card, the home leave address and phone, local address and phone, assignment and leave dates. If the returnee has financial problems concerning pay, allowances, travel and leave, the Unit arranges appointments with the Finance Division. Returnee signs his leave slip along with records pertaining to his arrival at Headquarters and subsequent return to Headquarters, which is forwarded to the Time and Attendance Clerk. Upon return from home leave, he is sent to the Financial Support Branch to complete travel vouchers. In addition, this Unit provides guidance to the returnee on housing, transportation, leave, and attempts to answer or find the answers to any personal problems in order to give the employee the personal touch and to gain his confidence that he will be taken care of as an individual, rather than as just another body. This Unit insures that all scheduled appointments have been met.

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E. In addition to the processing of EOD, the departee and returnee personnel, this Unit has certain functions which it performs in connection with other miscellaneous types of actions such as:

1. Resignations

If an employee wishes to resign, he is interviewed by the Chief, Domestic Section, who attempts to dissuade him. If the Chief, Domestic Section is unsuccessful, an interview is arranged for the individual with the Chief, Personnel Branch. If this interview is unsuccessful, the Chief, Domestic Section instructs the Personnel Processing Unit to prepare the necessary data. The Personnel Processing Unit prepares a resignation memorandum for the FDC and the ADCO. Resignation information is entered on 3x5 card and copies of memorandums are entered in chronological file. The Personnel Processing Unit requests the preparation of S.F. 52 by the Personnel Transactions and Records Unit and enters resignation information including name, title, grade, and effective date in the Monthly Report File. The individual reports to the Personnel Processing Unit which arranges for Security debriefing and pre-exit interview appointments. At this time the forwarding address is entered on 3x5 index card along with effective date of action. The Employee Relations (FDC) is then contacted for pre-exit interview appointment and the actions and memorandums are hand carried to FDC. Final steps are completed by the Employee Relations Branch (FDC). The subject's file is then forwarded to the Mail and File Unit to be closed out.

2.

*Separation*

The Unit requests preparation of the S.F. 52 by the Transactions and Records Unit and forwards it to the Employee Relations Branch, FDC. Arranges security debriefing by the Communications Security Division. Enters information on index file and also the subject's forwarding address.

3. Maternity Leave

The Unit requests preparation of the S.F. 52 by the Transactions and Records Unit and forwards it to the Employee Relations Branch, FDC. Arranges for security debriefing by the Communications Security Division. Arranges for clearance through the Employee Relations Branch, FDC, and notes pertinent information on index file.

4. Resignations in Absentia

The Unit follows the same procedure as in normal resignation cases plus the additional factor of advising the individual of the action required on his part. In unusual cases, contacts FDC for advice and procedures in effecting separation.

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**5. Leave Without Pay**

The Unit requests preparation of the S.F. 52 by the Transactions and Records Unit and forwards it to the Employee Relations Branch, PDC. Arranges for security debriefing by the Communications Security Division. Arranges for interviews and clearance by the Employee Relations Branch, PDC. Notes information on index file.

**6. Transfers from Other Divisions to the Office of Communications**

The Unit prepares the locator and index cards and arranges briefing by the Communications Security Division. Arranges for other appointments required prior to the individuals reporting to his Division.

**7. Transfer from O/C to other Agency Components**

The Unit arranges for the Communications Security Debriefing.

F. Maintains a Locator File on all Departmental Personnel through the use of the IBM locator card system. This is maintained for the purpose of having one current central locator file on all Departmental Personnel. Makes all changes affecting this card such as room number, Division of employment, office phones, home address, home phone, and prepares new IBM locator cards for transmittal to the Machine Records Branch, General Services Office, for punching and return to the Personnel Processing Unit.

G. In addition, maintains a current master locator index card on all personnel, both Departmental and Foreign Field. On Departmental employees, this card contains only the name and location, and for further information, reference is made to the IBM Locator File. On Foreign Field employees, this card contains information similar to that entered on the IBM card. This card serves as a cross reference to other locator-type cards, such as returnee control (3x5 blue card), departee control (3x5 orange card), resignee control (3x5 yellow card), and EOD control (3x5 white card).

H. This Unit is responsible for escorting all personnel without building badges from the Reception Desk to the Personnel Processing Unit, and from there to their place of appointment, and return to the building Reception Desk.